

CITY OF STEVENS POINT

PERSONNEL COMMITTEE AGENDA

Monday, October 9, 2017 – 6:00 p.m.

Lincoln Center – 1519 Water Street

[A quorum of the City Council may attend this meeting]

Discussion and action on:

1. Request for new positions from Transit (Dispatch Scheduler, Mechanic, Volunteer and Rural Services Supervisor, Mobility Coordinator)
2. Request for new position from Fire Department to create a part-time supported employment position to be filled through Opportunity Development Centers
3. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00 p.m.



September 26, 2017

Mayor and Personnel Committee:

As you are aware, the City of Stevens Point and Portage County have finalized and executed an agreement to have the City perform all the public transit-related activities currently performed by the County Aging and Disability Resource Center (ADRC). Part of the development of the combined operation dictates the need to create three positions that exist outside of the collective bargaining unit that we are obligated to negotiate with. The information that is needed to fulfill the requirements of administrative policy 2.04 has been provided to and is summarized here.

The need for the requested positions is due to the increase in the size of the combined operation. A long discussed "one call" center is central to the need. The expenses for the new positions will be covered, as planned, by the fact that our combined operating expenses will better leverage state and federal funding sources. The City's share of the Transit budget for 2018 and beyond should not be greatly impacted by the addition of these positions because of our ability to further leverage state and federal funds.

The summary of positions and our requests for approval are as follows. The grades for the non-represented employees have been determined by our pay plan consultant, Springsted. The other wages will be either per current union contract or a result of upcoming bargaining. The total wage and benefit cost for these positions is expected to be approximately \$295,000.00.

<b>Category</b>	<b>Position Title</b>	<b>Grade</b>
New Non-rep	Volunteer and Rural Services Supervisor	L
New Non-rep	Mobility Coordinator	L
Additional Rep	Mechanic Position	Per Contract
New Rep	Dispatch/Scheduler	Per Bargain

We respectfully request approval for the creation of the four positions listed above. Thank you for your consideration. If you have any questions or concerns, please feel free to contact me prior to the Personnel meeting to discuss them.

Best Regards,

A handwritten signature in black ink that reads "Joel Lemke".

Joel Lemke  
Director

City of Stevens Point  
1515 Strong's Avenue  
Stevens Point, WI 54481-3594  
Fax: 715-346-1530



**Mike Wiza**  
**Mayor**  
mwiza@stevenspoint.com  
715-346-1570

September 29, 2017

MEMORANDUM

TO: Personnel Committee

FROM: Mayor Wiza

RE: Request for additional positions in Transit

As the Director states in his memo, the City of Stevens Point and Portage County have recently executed an agreement regarding public transit-related activities currently handled by the County. This agreement will allow us to provide enhanced services and leverage more State and Federal funding, but will require additional personnel. These position requests will be covered by that funding and the current agreement.

I would respectfully ask for your approval.

A handwritten signature in black ink, appearing to read "Mike Wiza".

Mike Wiza  
Mayor of the City of Stevens Point

**STEVENS POINT**  
1701 FRANKLIN STREET  
715-344-1833



**FIRE DEPARTMENT**  
STEVENS POINT, WI 54481  
FAX: 715-346-1599

**ROBERT J. FINN**  
FIRE CHIEF

September 27, 2017

MEMO

RE: Request to create new position

Mayor/Personnel Committee:

The Stevens Point Fire Department would like to add a Supported Employment Position to be filled through Opportunity Development Centers, Inc. This position would be 4 hours a day, 4 days a week. Three days at Station 1 and one day at Station 2. Hours would be 8am to 12pm. The wage for this position would be \$7.50 per hour.

With that anticipated wage and an analysis of position wages from C/T Ladick, we have estimated the budget shortage would be \$6,875.86.

The dollars needed to account for the \$6,875.86 have been identified within the Fire Department operation budget in the line items and amounts shown below.

**Budget Analysis**

Supported Employment Position (wages)	\$6,240.00
FICA	\$477.36
Workers Comp	\$158.50
Total	\$ 6,875.86

We are proposing to use the dollars in the amounts show below to fill the need above. These dollar amounts are based on an account that has a history of being slightly under budget for the past 3 or more years, showing that there is room for reallocating dollars.

Account	Description	Amount to reallocate
100.52.25270.1530	Fire Operational Overtime	\$6,875.86

Thank you for your consideration. If you have any questions prior to the committee meetings, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Robert J. Finn".

Robert J. Finn  
Fire Chief

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481-3594  
Fax: 715-346-1530



**Mike Wiza**  
**Mayor**  
mwiza@stevenspoint.com  
715-346-1570

September 28, 2017

MEMORANDUM

TO: Personnel Committee

FROM: Mayor Wiza

RE: Request for new position in SPFD

Opportunity Development Center has a program to match persons with disabilities to employers who participate. This is a hugely successful program that allows employees to experience the pride that comes with having a rewarding job.

As a testament to its success, I have had the privilege of attending events associated with this program and everyone involved loves the program. Many community employers already participate in the program and several have expanded the number of positions.

The Stevens Point Fire Department would like to create a position that would allow us to provide an opportunity for placement. This position would be funded through the FD's current overtime budget line item at an approximate cost of \$6875.86.

I fully support this request and respectfully ask for your approval.

A handwritten signature in black ink, appearing to read "Mike Wiza".

Mike Wiza  
Mayor of the City of Stevens Point